

26 June 1996

Operations Support

INTERNATIONAL PROGRAMS



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OPR: HQ USAFA/DFIP (Lt Col Carl Daubach)
Supersedes USAFAI 16-101, 25 January 1996.

Certified by: HQ USAFA/DFP (Col Mueller)
Pages: 51
Distribution: F

This instruction implements USAFAPD 36-1, *USAF Academy Education and Accession Programs*. It prescribes the responsibilities of USAFA agencies toward international educational programs. It also provides programmatic guidelines for all USAFA international activities. It applies to all USAFA personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 10, USC, Section 8013.

SUMMARY OF REVISIONS

Establishes administrative guidelines for the new cadet Foreign Area Studies academic major which includes the addition of chapter 10.

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Chapter 1

MANAGING THE PROGRAMS

1.1. The Role of International Education Programs at USAFA. US national security strategy, since the end of the Cold War, has shifted from a policy of bi-polar containment to strategies of global engagement, partnership, and expanded mutual security responsibilities. The underlying focus of US national security strategy is to foster shared democratic values. In tune, USAF international policy objectives center on building allied interoperability and commonality. USAF's resulting missions, with its "Global Presence," require a significant number of officers with foreign area and regional specialization; and, a corollary of Air Force's new taskings demands "Global Skills" from its entire officer corps. Education and training in the international arena act as force multipliers, building influence and interoperability. As a major producer of foreign area specialists (graduates and faculty) and officer accessions in general, the Air Force Academy, through its international programs, can help shape personnel resources available for the Department of Defense.

1.2. Why Have International Programs at USAFA. The purpose of international programs at USAFA is five-fold:

- To prepare cadets for service in a multicultural environment by targeting elements of the core academic and military curriculum toward greater global awareness.
- To enhance cadets' (USAFA's and other countries') international understanding through foreign military and cross-cultural interactions.
- To provide a low-key, apolitical, minimum-risk opportunity for all personnel at USAFA to strengthen cooperation and enhance long-term international relations.
- To support the educational and professional development of cadets who have chosen to focus on foreign/regional studies in their academic majors.
- To provide enrichment and professional development for faculty and staff members.

1.3. How International Programs are Managed at USAFA. International program management organizations include the International Programs Council (IPC), which includes an International Programs Working Group (IPWG), various area studies groups (ASG), and the Dean of the Faculty's (HQ USAFA/DF) Office of International Programs (HQ USAFA/DFIP).

1.3.1. The IPC's membership includes the Heads of the Departments of Economics and Geography (HQ USAFA/DFEG), English (HQ USAFA/DFENG), Foreign Languages (HQ USAFA/DFL), History (HQ USAFA/DFH), Management (HQ USAFA/DFM), and Political Sciences (HQ USAFA/DFPS), the Commander of 34th Education Group (34 EDG/CC), the Director of Plans and Programs (HQ USAFA/XP), the Director of Admissions (HQ USAFA/RR), and the Registrar (HQ USAFA/DFR). One of the council's members serves as the elected chair of the IPC on a 2-3-year rotational basis.

1.3.2. The IPC is aided by an executive assistant, nominated by the IPC and appointed by HQ USAFA/DF, who serves as the Dean's Director of International Programs and heads the Office of International Programs (HQ USAFA/DFIP).

1.3.3. The IPWG includes the members of the IPC, HQ USAFA/DFIP, the Director of Faculty Research (HQ USAFA/DFER), a representative appointed by the Director of Protocol (USAFA/

CCP), a representative appointed by the Director of Athletics (USAFA/AH), and the chairpersons of the various area studies groups.

1.3.4. The ASGs include the Chairperson, approved by the IPC, and any USAFA personnel with an active interest in a particular geocultural region. All USAFA teaching faculty with geocultural and regional foreign expertise and USAFA's foreign exchange officers are expected to participate in their appropriate ASGs. The ASGs include:

- African
- Latin American
- USA-Canadian
- Western European
- Asian
- Middle Eastern
- Slavic

1.3.5. The Director of HQ USAFA/XP serves as staff liaison to the Superintendent (HQ USAFA/CC) in maintaining policy oversight for international programs at USAFA.

1.4. Responsibilities:

1.4.1. The IPC:

1.4.1.1. Provides policy planning guidance and oversight for all international programs and foreign area studies at USAFA. See chapter 10.

1.4.1.2. Oversees and reviews the efforts of HQ USAFA/DFIP, IPWG, and the various ASGs.

1.4.1.3. Ensures maximization of USAFA international educational and foreign area studies programs to enhance cadet learning and the professional military development of both cadets and faculty and staff.

1.4.1.4. Nominates the Director of International Programs.

1.4.1.5. Approves the establishment of ASGs.

1.4.1.6. Approves the chairpersons of the ASGs.

1.4.1.7. Meets at least once during each academic semester.

1.4.1.8. Elects a chairperson every 2 to 3 years.

1.4.1.9. Fosters the sponsorship of advanced academic degree programs in regional area studies for faculty preparation and the follow-on development of specialists for Air Force.

1.4.1.10. Provides HQ USAFA/DFIP, by 5 August of each year, departmental listings of personnel assigned with foreign regional-foreign language expertise for ASGs membership.

1.4.2. The Chairperson of the IPC:

1.4.2.1. Performs day-to-day operational supervision of HQ USAFA/DFIP.

1.4.2.2. Calls IPC meetings and is responsible for the agenda.

1.4.2.3. Calls IPWG meetings, as necessary, and is responsible for the agenda.

1.4.3. The IPWG:

1.4.3.1. Meets as called by the Chairperson, IPC.

1.4.3.2. Implements the policies and directives of the IPC.

1.4.3.3. Advises the IPC.

1.4.3.4. Ensures cross-mission element coordination and cooperation in the execution of international educational and foreign area studies programs.

1.4.4. The ASGs:

1.4.4.1. Serve as interdisciplinary forums to further academic and research activities. See chapter 10.

1.4.4.2. Stand to integrate fully foreign cadets and foreign exchange officers into the USAFA community.

1.4.4.3. Review and monitor foreign area course offerings to eliminate unnecessary duplication of efforts. Submits requests for area studies special course offerings in accordance with chapter 10.

1.4.4.4. Maximize learning opportunities for cadets through arranging special speakers, cadet field trips, cadet reading groups, and the integration of cadets into the full range of ASGs activities.

1.4.4.5. Perform research for national defense agencies on specific international-foreign area related topics, with HQ USAFA/DFER as the final research project approval authority.

1.4.4.6. Provide escorts, subject to personnel availability, for foreign visitors to USAFA.

1.4.4.7. Provide escorts, subject to personnel availability, for USAFA cadet and staff delegations to foreign countries.

1.4.4.8. Submit, through each ASGs chairperson, to HQ USAFA/DFIP in June of each year, comprehensive reports of ASGs' activities during the preceding academic year.

1.4.5. HQ USAFA/DFIP:

1.4.5.1. Implements the policies and directives of HQ USAFA/DF and the IPC.

1.4.5.2. Generates and studies proposals to ensure foreign area studies and international educational programs support the Academy's mission.

1.4.5.3. Reviews all instructions directly affecting international education and foreign area studies to ensure Academy compliance and support of international programs.

1.4.5.4. Monitors and exploits international opportunities for cadet and faculty and staff development.

1.4.5.5. Coordinates USAFA international activities with appropriate USAF, DOD , and governmental agencies.

1.4.5.6. Provides, in October of each year, a report to HQ USAFA/CC, HQ USAFA/DF, and the IPC on the status of international and foreign area studies programs over the course of the previous academic and fiscal year.

1.4.5.7. Monitors, through the IPC, the integration of global and international facets in the curriculum.

- 1.4.5.8. Manages operations and maintenance (O&M) and supporting agencies' monies and specifies the use of endowed funding for international programs.
- 1.4.5.9. Serves as the Foreign Disclosure Office for USAFA. See chapter 2.
- 1.4.5.10. Manages USAFA's International Military Student Office Program. See chapter 3.
- 1.4.5.11. Oversees the International Officer-Personnel Exchange Program. See chapter 4.
- 1.4.5.12. Assists in managing the 4-Year International Cadet Program. See chapter 5.
- 1.4.5.13. Directs the Cadet Academy-to-Academy International Contact Program. See chapter 6.
- 1.4.5.14. Oversees Cadet Semester Abroad Programs (French Exchange Program). See chapter 7.
- 1.4.5.15. Coordinates Academy-Staff Foreign Military Interaction Programs. See chapter 8.
- 1.4.5.16. Coordinates Cadet and Staff Summer Foreign Language Immersion Programs. See chapter 9.
- 1.4.5.17. Assists in managing the cadet Foreign Area Studies academic major. See chapter 10.
- 1.4.5.18. Annually revalidates, through cross-mission element coordination, the effectiveness of this USAFA Instruction.

Chapter 2

FOREIGN DISCLOSURE REQUIREMENTS

2.1. References:

- AFRD 16-2, *Disclosure of Military Information to Foreign and International Organizations*.
- AFI 16-201 (Confidential), *Disclosure of Military Information to Foreign Governments and International Organizations*
- AFRD 35-2, *Public Communications Programs*.
- AFI 61-204, *Disseminating Scientific and Technical Information*.
- AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Meetings*.
- AFJI 24-205, *DoD Foreign Clearance Guide*.

2.2. Designation of Disclosure Authority. HQ USAFA/DFIP is designated USAFA's Foreign Disclosure Office (FDO) and the Director is the Foreign Disclosure Officer (FDO).

2.3. The General Rules:

2.3.1. Official visits by foreign nationals to USAFA must be approved beforehand by the Under Secretary of the Air Force for International Affairs, Visits and Special Projects Branch (SAF/IADV).

2.3.2. USAFA personnel may not visit foreign countries in an official capacity without first obtaining the necessary higher headquarters country clearances in accordance with AFJI 24-205.

2.3.3. USAFA personnel may not disclose any official information (classified or unclassified) to foreign nationals without prior permission from the Under Secretary of the Air Force for International Affairs, System Oversight Branch (SAF/IASO).

2.4. What Must be Done:

2.4.1. For hosting foreign visitors to USAFA:

2.4.1.1. Normally, official foreign visitation to USAFA is requested through OSD/HQ USAF and staffed by HQ USAFA/DFIP or HQ USAFA/CCP and HQ USAFA/PA.

2.4.1.1.1. In all cases, USAFA/DFIP must ensure HQ USAFA/CC and SAF/IADV approval.

2.4.1.2. If any USAFA personnel wish to host foreign visitors for official purposes:

2.4.1.2.1. Contact HQ USAFA/DFIP (60 days notice is advised) for HQ USAFA/CC and SAF/IADV approval. Provide HQ USAFA/DFIP, in writing, specific who, what, when, where, and why details on the visit, and who the USAFA OPR will be. In cases of HQ USAFA/CC invitations to foreigners, the Executive Officer (HQ USAFA/CCE) coordinates with HQ USAFA/DFIP for SAF/IADV approval.

2.4.1.2.2. If the visit has a clear-cut educational purpose, cadet or faculty and staff development, HQ USAFA/DFIP will be the office of collateral (OCR) for the visit. If not, the Vice Commander (HQ USAFA/CV) will designate an OCR for the visit.

- 2.4.1.2.3. Await HQ USAFA/DFIP approval before conducting the visit.
- 2.4.1.3. Hosting foreign visitors for unofficial purposes must meet all AFI 16-201 guidelines.
- 2.4.2. For USAFA personnel official foreign travel:
 - 2.4.2.1. Contact HQ USAFA/DFIP for all requests for official foreign travel. Normally 60 days advance notice is required.
 - 2.4.2.2. HQ USAFA/DFIP must obtain HQ USAF, OSD, USDAO, and Department of State approval in accordance with AFJI 24-205.
 - 2.4.2.3. You may not proceed on the travel without official permission.
- 2.4.3. For disclosure of information to foreign nationals:
 - 2.4.3.1. Normally, requests for foreign disclosure come from higher headquarters. In such cases, HQ USAFA/DFIP seeks SAF/IASO permission.
 - 2.4.3.2. In addition, HQ USAFA/DFIP has blanket disclosure authority, as the FDO, for release of official USAFA information which is categorized as Public Domain Information.
 - 2.4.3.3. In all cases, USAFA personnel who are contemplating release of official information to foreign nationals must first contact HQ USAFA/DFIP for authorization.
 - 2.4.3.3.1. Departments, staff agencies, and mission elements must establish procedures to ensure all USAFA personnel obtain HQ USAFA/DFIP approval prior to release of information to foreign nationals.

Chapter 3

INTERNATIONAL MILITARY STUDENT OFFICE PROGRAM (IMSO)

3.1. What is the IMSO Program:

- Under AFJI 16-105, *Joint Security Assistance Training* (JSAT), regulation, DoD provides Security Assistance (SA) training to foreign international military personnel. There are two components to this training.
- Under the International Military Education and Training (IMET) Program, USAF is reimbursed through congressional foreign assistance appropriations.
- Under Foreign Military Sales (FMS) programs, SA training is paid by eligible foreign governments or international organizations.
- In both cases, the objectives of SA training programs are:
 - To assist foreign countries in developing the necessary expertise for self-defense.
 - To foster foreign countries' abilities to perform their own professional and technical military training.
 - To promote US military rapport with the armed forces of foreign countries.
 - To promote better understanding of the United States, its people, political and military systems and institutions, and increase international military student awareness of US commitment to the basic principles of internationally recognized human rights.
- The Under Secretary of the Air Force for International Affairs, Management Branch (SAF/IAXM), through SAF/IA's Air Force Security Assistance Training (AFSAT) Squadron, oversees USAF SA training.
- Occasionally, SAF/IA requests USAFA assistance in providing security assistance training.

3.2. Responsibilities. HQ USAFA/DFIP is the USAFA OPR for SAF/IA requested SA training at the Academy.

3.2.1. HQ USAFA/DFIP duties are:

- 3.2.1.1. Coordinating with SAF/IAXM-AFSAT to determine SA training requirements.
- 3.2.1.2. Coordinating and planning with USAFA mission elements to determine the feasibility and scheduling of the requested training.
- 3.2.1.3. Assisting USAFA mission elements in building SA training plans.
- 3.2.1.4. Making billeting, messing, sponsorship, medical, postal, pay, and transportation arrangements for the international students.
- 3.2.1.5. Conducting a USAFA orientation briefing for the international students.
- 3.2.1.6. Developing and conducting an Information Program Plan for the international students, which includes local touring, socializing, and familiarization with American culture.

3.2.2. USAFA mission elements are responsible for planning and conducting the specific SA training and providing end-of-training reports.

Chapter 4

INTERNATIONAL OFFICER-PERSONNEL EXCHANGE PROGRAM

4.1. What is the Program. USAFA has established formal agreements with foreign countries to exchange faculty and staff personnel. AFI 16-107, *International Personnel Exchange Program*, is the governing directive for establishing and maintaining these exchanges. Program goals are:

- To promote mutual understanding and trust.
- To strengthen air force-to-air force ties.
- To develop long-term professional and personal relationships.
- To expose our cadets to allied officers and foreign cultures.
- To enhance our faculty's/staff's professional development.

4.2. Responsibilities:

4.2.1. HQ USAFA/DFIP is the Academy's administrative OPR for maintaining officer foreign exchanges. Duties include:

4.2.1.1. Requesting new exchanges, through SAF/IA, the Air Force Attachè Affairs Office, and AFPC, in accordance with AFI 16-107.

4.2.1.2. Assisting USAFA mission elements, with international exchange officers assigned, with logistic and personnel arrangements.

4.2.1.3. Including international faculty and staff assigned to USAFA in visits by fellow countrymen to the Academy.

4.2.1.4. Coordinating the involvement of USAFA's international personnel into the full range of USAFA's international programs activities.

4.2.1.5. Assisting USAFA personnel, selected for international exchange positions, with program information.

4.2.2. International exchange personnel are to be treated the same as all other personnel assigned to USAFA. The only exception is limitations to access to classified and NORFORN information and materials as directed by appropriate USAF instructions.

4.2.3. USAFA supervisors of international exchange personnel will review MOUs, MOAs, and PDs in accordance with AFI 16-107.

4.2.4. International officers assigned to USAFA will participate in area studies groups activities and will make every effort to strengthen USAFA-parent country ties through enhanced country-to-country, air force-to-air force, and academy-to-academy contact initiatives.

4.2.5. Where stipulated by MOUs or MOAs, international exchange personnel will route end-of-tour reports through USAFA supervisors to HQ USAFA/DFIP and SAF/IADV.

Chapter 5

FOUR-YEAR INTERNATIONAL CADET PROGRAM

5.1. Program Foundation. Public Law 98-94, first enacted in 1983, Title 10 USC, Chapters 403, 603, and 903, and DoD Directive 1322.22, *Service Academies*, prescribe the admission of internationals to USAFA's 4-year cadet program. Each year, SECDEF/USDPISA, after consultation with the Department of State and SAF/IA, solicits, through American Embassy US Defense Attaché Offices (USDAO), to foreign defense ministries, nominations for applicants to USAFA. Shortly thereafter, HQ USAFA/RRA provides our USDAOs specific qualification guidelines and application procedures. HQ USAFA/RR then screens international applicants as a part of the admissions process. After SAF/IA coordination, appointments are offered to selected international applicants in the spring of each year. The purpose of the 4-year international cadet program is to foster communications and interoperability between USAF and foreign militaries.

5.2. How Does the Program Work at USAFA:

- International cadet certificates of appointment to USAFA are forwarded to American Embassy USDAOs for presentation to the prospective cadet.
- Newly appointed international cadets arrive at USAFA 1 week prior to the start of Basic Cadet Training (BCT).
- Volunteer sponsors host the new cadets and help acclimate them to American culture.
- Then, the new cadets undergo an International Cadet Orientation Program (ICOP). See attachment 1.
- Once international cadets complete BCT, they are fully integrated into USAFA's academic, military, athletic, and social life. There are two exceptions:
- In the fall semester of their Fourth Class year, international cadets must enroll in English 109, "Academic Communication for English as a Second Language Student."
- International cadets are not required, as part of core academic curricular requirements, to study a foreign language. They may do so voluntarily.
- HQ USAFA/DFIP serves as ombudsman for international cadets throughout their stay at USAFA.
- The Director, HQ USAFA/DFIP (or his or her representatives), serves as Special Advisor to Fourth and Third Class international cadets, monitoring their academic program performance and coordinating with associate air officers commanding for academics assigned to advise the international cadets.
- A fall semester mixer is held each year to welcome all international cadets.
- A spring semester reception, in conjunction with USAFA's International Recognition Week, is held for all internationals assigned to USAFA.
- International cadets are seen as contributors to and participants in area studies groups activities.
- Special invitations for international cadet graduation ceremonies are sent to families and dignitaries. Squadron AOCs give graduating international cadets special mementos. In cases where international cadets graduate with special honors, parent country diplomatic delegations to the US, and the American Ambassador to the country are notified.

5.3. Responsibilities:

5.3.1. HQ USAFA/DFIP:

5.3.1.1. Forwards certificates of appointment of international cadets to American Embassy USDAOs.

5.3.1.2. Solicits sponsors to host international cadets in their homes during the International Cadet Orientation Program (ICOP). See attachment 1.

5.3.1.2.1. Prebriefs sponsors prior to ICOP.

5.3.1.2.2. Provides newly appointed 4-year international cadets the names, addresses, and telephone numbers of their sponsors prior to their departure from their home countries.

5.3.1.2.3. Provides sponsors the names, addresses, and telephone numbers of their international sponsoree prior to the sponsoree's departure from their home country.

5.3.1.3. Notifies, through HQ USAFA/RR, incoming international cadets of ICOP schedules.

5.3.1.4. Conducts, and arranges for, ICOP. See attachment 1.

5.3.1.5. Serves as ombudsman and special advisers for international cadets.

5.3.1.6. Hosts a fall mixer for international cadets.

5.3.1.7. Organizes a spring International Recognition Week at USAFA.

5.3.1.8. Organizes a spring reception for internationals (cadets, faculty, and staff) during International Recognition Week.

5.3.1.9. Asks graduating international cadets if their family members or any distinguished visitors (DV) will be attending their graduation and forwards the information to Plans and Current Operations (HQ USAFA/XPO) and HQ USAFA/CCP for invitation purposes.

5.3.1.10. Notifies USDAOs on the graduation of international cadets, highlighting cadets who achieve special honors.

5.3.1.11. Arranges for special graduation mementos for international cadets.

5.3.1.12. Notifies SAF/IA and the appropriate American Embassy USDAO of significant events involving international cadets.

5.3.1.13. Maintains records of international cadets program participation.

5.3.1.14. Is responsible to assist with emergency data notification and coordination with the Quality Force Branch of Cadet Personnel Division (HQ USAFA/DPYQ) in cases involving international cadets.

5.3.1.15. Exploits opportunities for recognition of 4-year international cadets.

5.3.2. HQ USAFA/RR:

5.3.2.1. Provides HQ USAFA/DFIP each year the names and addresses of newly appointed international cadets.

5.3.2.2. Provides HQ USAFA/DFIP certificates of appointment for forwarding to USDAOs.

5.3.2.3. Notifies new international cadets about the ICOP schedule.

5.3.2.4. Determines from parent governments and militaries of international cadets entering the Academy if the cadets are slated to be military pilots (for T-3 planning purposes) after graduation from USAFA.

5.3.3. HQ USAFA/DFR:

5.3.3.1. Appoints a single focal POC to administer all international cadet issues.

5.3.3.2. Provides HQ USAFA/DFIP APSs and grade reports on all international cadets.

5.3.4. HQ USAFA/DFENG:

5.3.4.1. Teaches international cadets English 109 during the first semester of their Fourth Class year.

5.3.4.1.1. .As an English 109 project, international cadets must make a presentation to an area studies group meeting on some aspect of their parent country or to fellow cadets in an area studies course on their region.

5.3.5. Area Studies Groups:

5.3.5.1. Integrate international cadets into their group's activities.

5.3.5.2. Help to sponsor, host, and provide support structures for international cadets.

5.3.6. Executive Officer (HQ USAFA/CCE), Public Affairs (HQ USAFA/PA), Cadet Personnel (HQ USAFA/DPY), Cadet Chapel (HQ USAFA/HCD), Executive Officer (HQ USAFA/AHE), Executive Officer (HQ USAFA/DFXO), HQ USAFA/DFIP, Academy Libraries (HQ USAFA/DFSEL), HQ USAFA/DFENG, the Chairperson of International Programs Council, Executive Officer for the 34th Training Wing (34 TRW/CCE), Division for Character Development and Ethics (34 TRW/CWCH), Military Pay (10 ABW/FMFPM), 34 Services Squadron (34 SVS), Physical Exams (10 AMS/SGPFP), 34th Logistics Squadron (34 LS), Pass and ID (10 SPS/SPAP), Supply and Logistics Support (10 ABW/LGL), and 34th Services Squadron (34 SVS/CC) provide support for the International Cadet Orientation Program in accordance with attachment 1.

5.3.7. 34 TRW/CWCH and 34th Training Group Policy and Evaluations (34 TRG/PE) will notify HQ USAFA/DFIP of any military conduct or honor infractions on the part of international cadets.

5.3.8. HQ USAFA/XPO will send graduation information to the families of international cadets.

5.3.9. HQ USAFA/CCP:

5.3.9.1. Sends invitations to distinguished visitors, as identified by HQ USAFA/DFIP, for graduation ceremonies of international cadets.

5.3.9.2. Maintains country flags for all nations for which we have international cadets.

Chapter 6

CADET ACADEMY-TO-ACADEMY INTERNATIONAL CONTACT PROGRAM

6.1. What is the Program. USAFA cadets and faculty staff travel to international academies on short duration (10-14 days) exchange visits. Most trips occur during spring break or a summer period. Normally, each USAFA delegation consists of three to four cadets and sometimes an officer escort. Conversely, USAFA reciprocally hosts the visits of cadets and faculty staff from international academies. In recent years, nearly 30 countries have participated in the annual or biennial exchanges. The purpose of the exchanges, for both USAFA and foreign academies, is:

- To broaden cadets' international education.
- To further the bonds of friendship and understanding between air forces.
- To improve cadets' and faculty/staffs' foreign language proficiency.
- To enhance faculty/staff professional development.

6.2. How USAFA Cadets Apply:

6.2.1. Interested cadets must submit a USAFA Form 57, **Application to Participate in Cadet Foreign Exchange Program**. Route the application to your academic advisor, to your AOC, and then to HQ USAFA/DFIP.

6.2.2. A minimum cumulative GPA and MPA of 2.50 is required to participate in an exchange. However, under special circumstances, applicants with less than 2.50 cumulative GPA and MPA will be considered. Academic advisors should attach a written request for a waiver, justifying the reasons, to the USAFA Form 57. Cadets on any sort of probationary status may not participate in an exchange.

6.2.3. Priority of selection of cadets for foreign exchanges will go to cadets concentrating their academic and language studies in the region to be visited.

6.2.4. Cadets may participate in only one USAFA foreign exchange during their 4 years at USAFA.

6.3. How USAFA Officers Apply to Become Escorts:

6.3.1. Interested faculty and staff members must submit a memorandum requesting escort officer duties to HQ USAFA/DFIP. The memorandum should explain: (1) Why the faculty/staff member wishes to participate; (2) how he or she can contribute to the program with special skills, background, or abilities; and (3) how his or her professional development will be enhanced by selection.

6.3.2. Priority of selection of escort officers for foreign exchanges will go to faculty/staff members specializing in foreign area/foreign language studies who can best maximize the benefits of the exchange for the cadets. However, all USAFA faculty and staff are encouraged to apply.

6.3.3. Escort officer applicants must have 1 year retainability at USAFA.

6.3.4. Escort officers may not participate in more than two foreign exchanges.

6.4. How People are Selected:

- Upcoming trips are advertised in mid-April and mid-August of each year announcing the next calendar year's spring break and summer period USAFA trips to international academies.

- Applications for participation (in accordance with paragraphs 6.2 and 6.3) are due to HQ USAFA/DFIP by 30 September of each year.
- In early October, HQ USAFA/DFIP convenes and chairs an Academy-to-Academy International Contact Program Selection Committee to determine primary and alternate cadet and officer escort participants for each foreign exchange.
- In early November, HQ USAFA/DFIP notifies all applicants of their selection or nonselection.
- Cadets and officer escorts selected to participate in a foreign exchange must then follow the rules detailed in attachments 2 and 3.

6.5. Responsibilities for USAFA Exchanges to Foreign Academies:

6.5.1. HQ USAFA/DFIP has overall responsibility for conducting USAFA's Academy-to-Academy International Contact Program. It:

- 6.5.1.1. Is the primary POC for foreign exchange matters.
- 6.5.1.2. Ensures political, military, and cultural factors are incorporated in all planning.
- 6.5.1.3. Develops proposed foreign exchange travel programs in coordination with SAF/IA and USDAOs.
- 6.5.1.4. Programs and manages O&M, supporting agency, and endowed funding in support of USAFA foreign exchange visits.
- 6.5.1.5. Notifies Summer Programs (34 TS/SPR) and Cadet Scheduling (34 SPTG/CCBC) of exchange schedules for the next calendar year each September.
- 6.5.1.6. Makes travel arrangements for USAFA delegations to foreign academies with Passenger Service (10 ABW/LGTP).
- 6.5.1.7. Makes travel arrangements for USAFA delegations to foreign academies in accordance with AFJI 24-205, *DoD Foreign Clearance Guide*.
- 6.5.1.8. Publishes travel orders.
- 6.5.1.9. Advertises the program.
- 6.5.1.10. Convenes and chairs the Academy-to-Academy International Contact Program Selection Committee.
 - 6.5.1.10.1. Committee membership includes the chairpersons of the area studies groups, a representative from 34 TRG, and a representative from HQ USAFA/AH.
- 6.5.1.11. Staffs Academy-to-Academy International Contact Program Selection Committee recommendations for escort officers, cadet participants, and alternates for foreign exchanges to HQ USAFA/DF and 34 TRW/CC for final approval.
- 6.5.1.12. Conducts pretrip orientation briefings for USAFA foreign exchange delegations. See attachments 2 and 3.
- 6.5.1.13. Processes through 34 SPTG/CCBC, Scheduling Committee Action requests as needed.
- 6.5.1.14. Consolidates and monitors after-action report recommendations from returning USAFA delegations with a view toward overall program improvements.

- 6.5.1.15. Provides HQ USAFA/DF, 34 TRW/CC, HQ USAFA/CC, and the IPC a critical Academy-to-Academy International Contact Program review each October, as a part of overall international programs annual reporting responsibilities (see paragraph 1.4.5.6.).
- 6.5.2. 34 TRG/CC appoints a representative to serve on the Academy-to-Academy International Contact Program Selection Committee.
- 6.5.3. HQ USAFA/AH appoints a representative to serve on the Academy-to-Academy International Contact Program Selection Committee.
- 6.5.4. Chairpersons of the area studies groups will serve on the Academy-to-Academy International Contact Program Selection Committee. Area studies groups will provide predeparture briefings to USAFA delegations covering political, economic and socio-cultural aspects of the countries our delegates are visiting.
- 6.5.5. Cadet Clinic (10 AMS/SGP) provides medical support to USAFA delegates to foreign academies as dictated by preparatory health measures stipulated in AFJI 24-205.
- 6.5.6. The Staff Judge Advocate (HQ USAFA/JA) will advise HQ USAFA/DFIP on legal issues which may affect USAFA travelers to foreign countries.
- 6.5.7. AFOSI Detachment 404 will provide predeparture briefings and debriefings as required.
- 6.5.8. Escort officers and cadets selected to travel on foreign exchanges will comply with the instructions detailed in attachments 2 and 3.

6.6. Responsibilities for Hosting Foreign Academy Visits to USAFA:

- 6.6.1. HQ USAFA/DFIP:
 - 6.6.1.1. Is the overall OPR for planning.
 - 6.6.1.2. Prepares schedules, agendas, and itineraries in coordination with USAFA supporting agencies and mission elements for the exchange visits.
 - 6.6.1.3. Coordinates the visits with SAF/IA and USDAOs.
 - 6.6.1.4. Programs and manages O&M, supporting agency, and endowed funding for the visits.
 - 6.6.1.5. Publishes (if advanced notification timelines permit) a coordinated USAFA Reception Plan detailing all planning and taskings for the visit at least 30 days prior to the visit.
 - 6.6.1.6. Selects, in coordination with parent mission elements, host officers from the faculty and staff to assist with the visit.
 - 6.6.1.6.1. USAFA escort officers who have led or will lead USAFA's reciprocal exchange to the foreign academy will act as leading host officers.
 - 6.6.1.7. Selects, in coordination with academic departments, 34 SPTG/CCBC, and 34 TRG/CC, host cadets to assist with the visit.
 - 6.6.1.7.1. Normally, USAFA cadets who have, or will participate in, USAFA's reciprocal exchange to the foreign academy, will help host the visit.
 - 6.6.1.8. Notifies HQ USAFA/XP of visits for *Master Schedule of Events* planning.
 - 6.6.1.9. Arranges all ground transportation with Vehicle Operations (10 ABW/LGTO).

6.6.1.10. Coordinates all USAFA flag-rank participation with HQ USAFA/CCE, 34 TRW/CCE, and HQ USAFA/DFXO.

6.6.1.11. Arranges billeting and messing for the visitors with 34 TRG/PE, 34 SVS/SVS, Lodging (10 SVS/SVML), and Officers Club (10 SVS/SVBO).

6.6.1.12. Arranges required support with Educational Visual Services (HQ USAFA/DFEV).

6.6.1.13. Designates, with Defense Accounting Paying and Collecting (DAO/FP) coordination, Paying Agents for visit financial reimbursements.

6.6.1.14. Requests and manages HQ USAFA/CC Contingency Funds for HQ USAFA/CC-hosted functions for the visitors.

6.6.1.14.1. Submits annual program requirements to HQ USAFA/CCP.

6.6.1.14.2. Requests specific expenditures from HQ USAFA/CC or HQ USAFA/CV.

6.6.1.15. Arranges for institutional gifts for the visitors with HQ USAFA/CCP and HQ USAFA/DFEV.

6.6.1.16. Notifies HQ USAFA/CCP if foreign exchange visitors are flag rank.

6.6.2. The ASGs assist Host Officers with escorting, briefings, and socializing duties during the visits. They assist HQ USAFA/DFIP in developing visit itineraries and with overall planning. Members may act as Paying Agents, disbursing allotted funds during the visit.

6.6.3. Host Officers:

6.6.3.1. Serve as lead escort during the visit, managing the execution of visit itineraries.

6.6.3.2. Serve as lead Pay Agent during the visit in accordance with the provisions of AFR 177-101, *General Accounting and Finance Systems at Base Level*, AFR 177-102, *Commercial Transactions at Base Level (PA)*, and DoD 7000.14-R, Vol 5, *Financial Management Regulation*.

6.6.3.2.1. The Paying Agent will be responsible for the legality of all payments made and will be held personally accountable for any unauthorized payments.

6.6.3.2.2. The Paying Agent must be able to account for all funds at all times. Records and files must be kept which substantiate cash balances.

6.6.3.2.3. Commingling of personal and government funds is strictly prohibited.

6.6.3.2.4. Upon completion of Paying Agent duties, the Agent will contact DAO/FP to arrange for turning in of all remaining cash and original plus one copy of all receipts.

6.6.3.3. Work with HQ USAFA/DFIP in developing visit planning.

6.6.3.4. Submit an after-action report to HQ USAFA/DFIP no later than **5 duty days** after the visit, detailing itineraries and a complete accounting of all gifts and monies expended (to include: dates, functions, all attendees, costs, and copies of all receipts).

6.6.4. Host Cadets:

6.6.4.1. Assist with escort and socializing duties.

6.6.4.2. Host visiting cadets in their dormitories.

6.6.5. The Director, HQ USAFA/AH:

- 6.6.5.1. Through HQ USAFA/AHE, arranges tours for the visitors.
- 6.6.5.2. Through USAFA/AHP, arranges intramural sport participation for the visitors.
- 6.6.5.3. Grants foreign cadet visitors free admission to athletic events scheduled during their visit to USAFA.
- 6.6.6. 34 TRG/PE and Cadet Housing (34 LS/LGH), after coordination with HQ USAFA/DFIP, arrange foreign cadet billeting in the dormitories.
- 6.6.7. Special Services (34 SVS/SVS) provides meals in Mitchell Hall to foreign cadet visitors in the same manner as provided to USAFA cadets.
- 6.6.8. 10 ABW/LGTO provides ground transportation for visiting foreign academy delegations.
- 6.6.9. Operations Officer, 94th Flying Training Squadron (94 FTS/DO), after HQ USAFA/DFIP coordination, arranges soaring flights for visiting foreign academy delegations.
- 6.6.10. Operations and Scheduling, 50th Training Squadron (50 TS/DOO), after HQ USAFA/DFIP coordination, arranges T-43 familiarization flights for visiting foreign academy delegations.
- 6.6.11. Pilot Instructor Training Flight, 557th Flying Training Squadron (557 FTS/DOO), after HQ USAFA/DFIP coordination, arranges T-3 familiarization flights for visiting foreign academy delegations.
- 6.6.12. 10th Medical Group (10 MDG):
 - 6.6.12.1. Provides medical care for foreign academy delegations while at USAFA. Reimbursement to USGOV, if merited, is in accordance with AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*.
 - 6.6.12.2. Coordinates medical treatment with civilian or military medical facilities for emergency treatment of members of foreign academy delegations who are away from USAFA during their visit. Reimbursements are in accordance with AFI 41-115 and AFH 41-114, *Military Health Services System (MHSS) Matrix*, Unless Memoranda of Understanding (MOU) with visiting country specify otherwise, USAFA will provide outpatient care for visitors. In-patient care bills are at the expense of the visiting country's government.

6.7. Establishing New Exchanges. Agencies proposing new or revised foreign exchanges will submit proposals to HQ USAFA/DFIP.

Chapter 7

CADET SEMESTER ABROAD PROGRAMS

7.1. Why Have Semester Abroad Programs. For the serious student interested in mastering a foreign language and truly understanding another culture, there is no better way than studying in a foreign country. For USAFA cadets with these goals, it's all the better to attend a foreign military academy. HQ USAFA/DFIP will explore and exploit opportunities for USAFA's cadets to study abroad for a semester. Currently, USAFA has a well-established semester-long exchange program with the French Air Force Academy.

7.2. The French Exchange Program.

7.2.1. References:

7.2.1.1. *Memorandum of Understanding on the Exchange of Cadets Between the United States Air Force Academy and the French Ecole de L'Air*, 8 August 1969.

7.2.1.2. *Position Paper on the USAFA/Ecole de L'Air Exchange*, approved 3 May 1993, by HQ USAFA/CC.

7.2.1.3. *Memorandum of Understanding (HQ USAFA/DFIP - 34 TRG/CC) on the Treatment of French Cadets on Exchange to USAFA*, 17 March 1995.

7.2.1.4. DoDR 4500.34R, *Personal Property Traffic Management Regulation*.

7.2.1.5. AFJI 24-205, *DoD Foreign Clearance Guide*.

7.2.1.6. AFR 75-25, *Movement and Storage of Personal Property*.

7.2.2. Goals of the French Exchange Program:

- To further the bonds of friendship between the Air Forces of France and the United States.
- To develop lasting contacts between French and USAF officers.
- To augment and complement cadet in-class learning with first-hand experience.
- To improve cadet foreign language proficiency.

7.2.3. What is the French Exchange Program. Each fall semester, 8 USAFA First Class cadets attend the French Ecole de L'Air in Salon de Provence, and 8 French cadets attend USAFA. Both the French and USAFA exchange delegations are completely integrated into the academic, military, athletic, and social lives of the two academies. In addition, both USAFA and French exchange cadets are afforded special opportunities to experience the cultures of their host country and to view the operations of each Air Force.

7.2.4. How USAFA Cadets Get Selected:

- Second Class cadets who have completed French 321, "Advanced French," and Mathematics 245, "Differential Equations and Matrices," are eligible to apply for the French Exchange Program.
- The academic program at Ecole de L'Air is heavily focused on aeronautical and engineering sciences.

- Cadets' overall cumulative MPA and GPA are a competitive factor in the selection process. Generally, a 3.0 CUM GPA is required.
- Early each August, a Department of Foreign Languages French Exchange Project Officer (DFFPO) screens for potential cadet applicants for the program.
- Cadets notify DFFPO of their desire to compete for the exchange through e-mail by 20 August.
- In September, after a review of cadet applicant academic and military records, competitive cadets will be interviewed by a Selection Board. Eight primary and two alternate cadets will be selected. After HQ USAFA/DF and 34 TRW/CC approval of the selectees, cadets will be notified in October.

7.2.5. What USAFA Cadets Selected Must Do:

7.2.5.1. Primary and alternate selectees must satisfactorily complete Foreign Language 492, "French AFA Preparation," during the first two summer periods prior to going to France.

7.2.5.2. A Cadet-in-Charge (CIC) will be selected by the DFFPO to lead USAFA's contingent to France. The CIC:

7.2.5.2.1. Inspects the contingent prior to departure.

7.2.5.2.2. Supervises the contingent while in France.

7.2.5.2.3. Assists HQ USAFA/DFIP in the selection of gifts.

7.2.5.2.4. Transports and presents institutional gifts.

7.2.5.2.5. Provides HQ USAFA/DFF a twice-monthly faxed status report in French.

7.2.5.2.6. Not later than 10 November, while in France, with the assistance of the USAF Exchange Officer at the Ecole de L'Air, the US Embassy in Paris, and the US Consulate in Marseilles, request both return passenger and hold baggage transportation back to USAFA. Mail to HQ USAFA/DFIP copies of baggage inventories and customs declarations for unaccompanied baggage. Affix copies of customs declarations, inventories, and TDY orders to unaccompanied baggage.

7.2.5.2.7. Provides HQ USAFA/DFIP a group trip report on the exchange not later than 15 January.

7.2.5.3. Selectees must honorably represent the US Air Force and the Cadet Wing while in France.

7.2.5.4. All cadets going to France will perform the required actions detailed in attachment 4.

7.2.6. How we Host French Cadets at USAFA. Ecole de L'Air is an old, highly revered Air Force academy. Nearly all career French Air Force officers are graduates. It is a small, intimate academy with about 200 cadets. Ecole de L'Air's academic curriculum is rigorous, with graduates receiving the equivalent of a Master's Degree in aeronautical and engineering sciences. The French Air Force strongly supports its academy's programs. And, the French Air Force and French Air Force Academy strongly support USAFA cadets attending their academy each fall semester. Tours of France, incentive rides in every type of French Air Force operational aircraft, sporting outings, and regular stays with French families are commonplace for USAFA cadets and characterize French wholehearted efforts at hospitality. Such hospitality demands that USAFA go out of its way to provide reciprocal

opportunities to French cadets attending USAFA. As a result, the following special practices, with individual AOC approval, apply:

7.2.6.1. French cadets will receive VIP in-processing into the Cadet Wing to streamline their integration.

7.2.6.2. French cadets will have First Class (Superintendent's List) privileges and responsibilities. They will participate in all training except:

7.2.6.2.1. They will be afforded additional time off from duties to travel and "experience America." They will be granted one special pass which extends a 3-day weekend into a 4-day weekend during the fall semester. One or two USAFA cadets may accompany them. In addition, French cadets will be given a 9-day (Friday through the next Monday) Thanksgiving break for preapproved travel.

7.2.6.3. French cadets need attend only two (Army or Navy and one other) home football games. They are excused from others, if they wish, for preapproved activities, which involve, on a one-on-one basis, American cadets. Group French cadet activities are not advised.

7.2.6.4. French cadets and designated USAFA cadet escorts will be counted with the "official contingent" and attend the Army or Navy and Hawaii away football games. These slots will not be counted against cadet squadron allocations.

7.2.6.5. French cadets will be assigned responsibilities in their squadrons which facilitate their learning about USAFA and USAF.

7.2.6.6. French cadets will be punished for infractions of discipline in accordance with instructions. However, AOCs should award punishments which limit protracted restrictions and thwart the French cadets' abilities to "experience America."

7.2.6.7. French cadets will undergo T-3 training, PE 483 (SCUBA), AM-490 (free-fall parachuting) or participate in tandem jumps, AM-251 (soaring) or a glider familiarization ride, and be afforded opportunities for incentive/familiarization flights in as many operational aircraft as possible.

7.2.6.8. 30 November is the last day of classes for French cadets; they are excused from all graded/classroom work after this date. French cadets will not take final examinations.

7.2.6.9. HQ USAFA/CC hosts a farewell reception for the French cadets.

7.2.6.10. French cadets undergo a tour of the US and visit operational USAF bases during the first 2 weeks of December, just prior to their return to France.

7.2.7. What Agencies do to Manage the Program:

7.2.7.1. HQ USAFA/DFIP:

7.2.7.1.1. Has overall responsibility for the French Exchange Program and is USAFA's single focal point for all matters dealing with the exchange, including official communication with Ecole de L'Air.

7.2.7.1.1.1. This responsibility includes emergency data notification and coordination with HQ USAFA/DPYQ. HQ USAFA/DFIP delegates two 24-hour points of contact (primary and alternate) for emergency situations and provides telephone numbers to HQ USAFA/DPYQ.

7.2.7.1.2. Conducts an annual review of the program as a part of overall international programs annual reporting responsibilities each October.

7.2.7.1.3. Plans and arranges all logistics for the program. See attachment 5.

7.2.7.1.4. Programs and monitors funding for the program.

7.2.7.1.5. Consolidates and forwards to HQ USAFA/DF, 34 TRW/CC, and HQ USAFA/CC an after-action report.

7.2.7.1.6. Highlights the French Exchange Program through Public Affairs avenues to ensure Academy community awareness.

7.2.7.1.7. Co-chairs, with DFFPO, the French Exchange Program Working Group.

7.2.7.2. HQ USAFA/DFF:

7.2.7.2.1. Appoints a Department of Foreign Languages French Exchange Project Officer (DFFPO) to co-chair a French Exchange Program Working Group.

7.2.7.2.2. Through the Department Head, serves with USAFA's French Exchange Officer and AOCs of squadrons with French cadets assigned, as the USAFA scheduling committee authority for French cadets.

7.2.7.3. The DFFPO:

7.2.7.3.1. Is responsible for actions detailed in attachment 5.

7.2.7.3.2. Advertises for USAFA cadet applicants for the exchange.

7.2.7.3.3. Screens and assembles records of cadet applicants for the exchange.

7.2.7.3.4. Convenes the USAFA Cadet French Exchange Selection Board each September. The board consists of three to five French instructors from HQ USAFA/DFF, the French Exchange Officer, and the Director, HQ USAFA/DFIP.

7.2.7.3.5. Conducts the French Language 492 summer course.

7.2.7.3.6. Conducts French language training tables over the noon meal in Mitchell Hall during part of the spring semester.

7.2.7.3.7. Solicits volunteers and recommends USAFA cadet hosts for the French cadets to the 34 TRG/CC.

7.2.7.3.8. Designates the cadet-in-charge of the USAFA cadet contingent to the French Air Force Academy.

7.2.7.4. The Director, HQ USAFA/AH:

7.2.7.4.1. Appoints an Athletics Project Officer (HQ USAFA/AHPO) to the French Exchange Program Working Group.

7.2.7.4.2. Grants each French cadet the same privileges afforded to USAFA cadets, to include free admission to athletic events.

7.2.7.4.3. Through HQ USAFA/ AHPO:

7.2.7.4.3.1. Appoints an instructor in the Physical Education Division (HQ USAFA/AHP) to counsel the French cadets as necessary.

7.2.7.4.3.2. Is responsible for actions detailed in attachment 5.

7.2.7.5. HQ USAFA/DFR:

7.2.7.5.1. Appoints a HQ USAFA/DFR Project Officer (DFRPO) to the French Exchange Program Working Group.

7.2.7.5.2. The DFRPO:

7.2.7.5.2.1. Is responsible for actions detailed in attachment 5.

7.2.7.5.2.2. Handles all course and cadet academic scheduling for the exchange after consulting with DFFPO and the French Exchange Officer.

7.2.7.5.2.3. Assembles all APS and MPA data for the USAFA Cadet French Exchange Selection Board.

7.2.7.5.2.4. Provides graduation checks and scholarship APSs and transcripts for participating USAFA cadets.

7.2.7.5.2.5. Provides French cadet grade reports to the French Exchange Officer.

7.2.7.6. The 34 TRW/CC:

7.2.7.6.1. Appoints a Cadet Wing Project Officer (CWPO) to the French Exchange Program Working Group.

7.2.7.6.2. Approves, along with HQ USAFA/DF, USAFA Cadet French Exchange Selection Board nominations for the exchange.

7.2.7.6.3. Through the 34 TRG/CC, using DFFPO recommendations, selects USAFA cadet roommates for the French cadets and arranges for French cadets to accompany the official contingent to the West Point or Annapolis and Hawaii away football games. In addition, USAFA cadets exchanged with Ecole de l'Air will be allowed to hold two credit cards (Mastercard and VISA).

7.2.7.6.4. Through the 34 TS, ensures that USAFA cadet exchange participants satisfy (or obtain waivers for) their military training requirements.

7.2.7.6.5. Through the 34 SVS/SVS:

7.2.7.6.5.1. Provides meals at no cost to the French cadet participants in Mitchell Hall.

7.2.7.6.5.2. Arranges language training tables in Mitchell Hall as requested by DFFPO.

7.2.7.6.5.3. Extends AOC meal rates to HQ USAFA/DFI instructors conducting language training in Mitchell Hall.

7.2.7.6.6. Through the 34 LS/CC:

7.2.7.6.6.1. Arranges billeting for USAFA cadets enrolled in French Language 492 during summer.

7.2.7.6.6.2. Arranges VIP in-processing of French cadets immediately upon their arrival at USAFA.

7.2.7.6.6.3. Arranges no-cost billeting of French cadets in the dormitories.

7.2.7.6.6.4. Ensures USAFA and French cadets are furnished with the items cited in attachment 6. Prepare and forward DD Form 1149, **Requisition and Invoice/Shipping Document**, to 10 ABW/FMFPM for HQ USAFA/DFIP reimbursement citing RC/CC 13130D, EEIC 606.

7.2.7.6.7. Through the 34 OG/CC, ensures that slots are available for French cadets in AM-303 (T-3), AM-490 (parachuting or tandem jump), and AM-251 (soaring) or familiarization flights.

7.2.7.6.8. Through the 34 SPTG/CC, arranges for French cadets to accompany the official contingent to the West Point or Annapolis, and Hawaii away football games.

7.2.7.7. The French Exchange Program Working Group:

7.2.7.7.1. Ensures that all responsibilities detailed in this chapter and in attachment 5 are carried out.

7.2.7.7.2. Stands to ensure cross-mission element coordination and execution of French Exchange Program activities.

7.2.7.7.3. Coordinates with HQ USAFA/DFIP on any relevant French Exchange issues.

7.2.7.7.4. Meets as called by HQ USAFA/DFIP or DFFPO.

7.2.7.8. The Staff Judge Advocate (HQ USAFA/JA), annually reviews the Memorandum of Understanding between USAFA and Ecole de l'Air.

7.2.7.9. 10 ABW/LGTP/LGTO make round-trip air travel arrangements prior to cadet departure to France and provide surface transportation as requested. **NOTE:** The Joint Personal Property Shipping Office (JPPSO) provides unaccompanied baggage shipments.

7.2.7.10. The Department of Astronautics (HQ USAFA/DFAS), Electrical Engineering (HQ USAFA/DFEE), Mathematical Sciences (HQ USAFA/DFMS), Aeronautics (HQ USAFA/DFAN), and Computer Science (HQ USAFA/DFCS) and other academic departments provide support as requested by HQ USAFA/DFIP to conduct academic training in the summer French 492 course.

7.2.7.11. Financial Management (10 ABW/FM):

7.2.7.11.1. Through Travel Pay (10 ABW/FMFPT), assists HQ USAFA/DFIP in briefing USAFA cadet exchange participants on travel entitlements.

7.2.7.11.2. Through Cadet Pay (10 ABW/FMFPP), suspends fixed charges on USAFA cadets for the period they are in France.

7.2.7.12. HQ USAFA/CCP assigns a protocol representative for VIP visits and coordinates the use of DVOQ suites as required.

7.2.7.13. The French Exchange Officer:

7.2.7.13.1. Is a member of the French Exchange Working Group.

7.2.7.13.2. Is a member of the special approving committee for scheduling actions involving French cadets.

7.2.7.13.3. Acts as ombudsman and academic advisor for the French cadets.

- 7.2.7.13.4. Serves as liaison between Ecole de L’Air and USAFA in providing logistical and planning information to HQ USAFA/DFIP
- 7.2.7.13.5. Is responsible for the actions detailed in attachment 5.
- 7.2.7.14. The USAF Exchange Officer at the Ecole de L’Air:
 - 7.2.7.14.1. Gives a country briefing to USAFA cadets upon their arrival in France.
 - 7.2.7.14.2. Coordinates academic scheduling of USAFA cadets attending Ecole de L’Air.
 - 7.2.7.14.3. Registers USAFA cadets with the American Consul General in Marseilles upon their arrival in France.
 - 7.2.7.14.4. Assists USAFA cadets in obtaining civil liability insurance if cadets have not done so prior to their arrival.
 - 7.2.7.14.5. Acts as ombudsman and academic advisor for the USAFA cadets.
 - 7.2.7.14.6. Assists the USAFA cadet-in-charge in arranging return transportation and baggage shipment for the contingent.
 - 7.2.7.14.7. Maintains liaison with the USDAO in Paris, the Marseilles Consulate, officials at Ecole de L’Air, and HQ USAFA/DFIP, regarding logistic, fiscal, personnel, and other military matters pertaining to the USAFA cadets on the exchange program.
 - 7.2.7.14.8. Provides HQ USAFA/DFIP biographical sketches of the French cadets selected to come to USAFA as quickly as possible. Use USAFA Form 22, if possible.
 - 7.2.7.14.9. Submits to HQ USAFA/DFIP, not later than 15 January, an evaluation of each USAFA exchange cadet’s leadership potential, military conduct, and flying performance.
 - 7.2.7.14.10. Upon the return of the USAFA cadet contingent, provides HQ USAFA/DFIP, not later than 31 January, an after-action report addressing problem areas, program strengths, and recommendations for improvement.
- 7.2.7.15. 10 MDG:
 - 7.2.7.15.1. Provides medical care for the French cadets while they are assigned to USAFA, to include timely flight physicals for the T-3 program. Medical costs are covered in accordance with our Memorandum of Understanding with the French Air Force.
 - 7.2.7.15.2. Coordinates medical treatment with military or civilian medical facilities for emergencies while French cadets are away from USAFA.
- 7.2.7.16. The Director, HQ USAFA/DPY:
 - 7.2.7.16.1. Provides initial post-graduate assignment interviews for USAFA cadets prior to their departure to France.
 - 7.2.7.16.2. Provides processing assistance to French cadets for DD Forms 1173, **Uniformed Services Identification and Privilege Card**.
- 7.2.7.17. 10 SPS/SPAP:
 - 7.2.7.17.1. Issues DD Forms 1173, valid for the duration of the exchange, to the French cadets.

- 7.2.7.17.2. Upon termination of the exchange, HQ USAFA/DFIP will return the DD Forms 1173 to 10 SPS/SPSP for destruction.
- 7.2.7.18. Air officers commanding of squadrons with French cadets assigned will fully integrate French cadets into their squadrons, and:
- 7.2.7.18.1. Adhere to the actions required in attachment 5.
 - 7.2.7.18.2. Will personally welcome French cadets assigned to their squadrons.
 - 7.2.7.18.3. Adhere to the special practices cited in paragraph 7.2.6.
 - 7.2.7.18.4. Organize opportunities for the French and USAFA cadets, in a nonconfrontational atmosphere, to discuss differences between training systems, Air Forces, and countries.
 - 7.2.7.18.5. Will require USAFA cadet roommate or hosts of French cadets to provide a welcoming, orientation, and weekend-by-weekend “experience America” plan.
 - 7.2.7.18.6. Have the authority to give extra privileges to Second Class USAFA cadets hosting French cadets so they can adequately accomplish their escort duties. This applies to one or two USAFA cadets in addition to the French cadet’s roommate.
 - 7.2.7.18.7. Are the final decision authority in granting French and USAFA cadets permission to miss football games and Saturday training.
 - 7.2.7.18.8. Coordinate and request special scheduling committee actions with HQ USAFA/DFF.
 - 7.2.7.18.9. Will inform and consult with DFFPO and the French Exchange Officer on discipline infractions involving the French cadets.
- 7.2.7.19. USAFA cadet roommates of French cadets:
- 7.2.7.19.1. Help create for French cadets a positive attitude about USAFA, USAF, and the USA.
 - 7.2.7.19.2. Prepare for their AOC, then conduct a welcoming, orientation, and weekends travel and touring plan for hosting their roommate.
- 7.2.7.20. AAFES (Bookstore) will provide HQ USAFA/DFIP bills for textbooks issued to French cadets.

Chapter 8

ACADEMY-STAFF FOREIGN MILITARY INTERACTION PROGRAMS

8.1. What are the Programs. As a premier undergraduate academic institution, and officer training program, USAFA represents an emulative model for foreign militaries. As a result, USAFA's faculty and staff agencies are frequently called upon to assist and advise on the establishment or modernization of foreign defense academies. Of particular interest to foreign military educators and administrators are our curriculum's composition and its integration, the use of computer assisted educational technologies, course development in the area of civil-military relations, academic, military, athletic, and flying training balances, and our policies and procedures on the assimilation of women.

8.2. Why Have Such Programs. USAF international policy objectives sees international military education and training as a force multiplier, building influence, interoperability, and encouraging democratic values. USAFA's staff assistance to foreign academies garners prestige for the institution, builds bridges and cooperation between air forces, creates possibilities for future cadet foreign exchanges, and provides opportunities for faculty and staff development.

8.3. USAFA's Focal Point. HQ USAFA/DFIP is the single focal point for USAFA foreign military interaction initiatives. It is responsible for staffing HQ USAFA/CC, SAF/IA, OSD, and State Department clearances and approval, and for coordinating across USAFA mission elements institutional support to foreign militaries.

Chapter 9

CADET AND STAFF SUMMER FOREIGN LANGUAGE IMMERSION PROGRAMS

9.1. What is Foreign Language Immersion. An ideal way to rapidly improve foreign language skills is to participate in an intense, 4-6-week, language program which focuses on using the language everyday, all day long. Normally, in these programs one is not even permitted to speak English. Often the programs spend half of each day in classrooms building foreign language skills, and the rest of the time you are immersed, sink or swim, in the foreign culture, practicing the language. Of course, the best immersion programs are conducted in foreign countries where the language is spoken.

9.2. How to Apply for a Program:

9.2.1. Interested cadets must first qualify for the Cadet Summer Research Program or for Summer Academics. Reference Cadet Wing OPLANs and Faculty Operating Instructions.

9.2.2. Interested faculty and staff should consider such programs as a viable summertime activity.

9.2.3. In both cases, see the Office of International Programs. They maintain information about numerous foreign language immersion programs and are responsible for exploiting various funding sources to provide cost assistance to some participants.

Chapter 10

THE CADET FOREIGN AREA STUDIES ACADEMIC MAJOR

10.1. What is the Foreign Area Studies Major. USAFA cadets may choose to concentrate their academic studies in a Foreign Area Studies major. The major is an interdisciplinary study of one of six geocultural regions of the globe. The academic program leads to a Bachelor of Science Degree in African Area Studies, Asian Area Studies, European Area Studies, Latin American Area Studies, Middle Eastern Area Studies, or Slavic Area Studies. Each program concentrates on the history, economics, geography, politics, culture, and language of the geocultural region, with subconcentration options possible in a given academic discipline. Program guidelines and requirements are detailed in USAFA's *Curriculum Handbook*.

10.2. How the Foreign Area Studies Academic Major is Managed at USAFA. Foreign Area Studies is an interdepartmental major jointly administered by the Departments of Economics & Geography (HQ USAFA/DFEG), Foreign Languages (HQ USAFA/DFL), History (HQ USAFA/DFH), and Political Science (HQ USAFA/DFPS).

10.2.1. A Foreign Area Studies Major's Steering Group (FASSG), consisting of International Programs Council members and Department Heads from HQ USAFA/DFEG/DFL/DFH/DFPS, is collectively responsible for the Foreign Area Studies major. These responsibilities include:

10.2.1.1. Providing policy guidance and oversight for all facets of the major.

10.2.1.2. Overseeing the efforts of the Foreign Area Studies Major's Working Group (FASWG) and the major's-related activities of the Office of International Programs (HQ USAFA/DFIP), both of which administer the major on a day-to-day basis; and, managing the faculty members of the Area Studies Groups (ASG), who principally teach the coursework of the major and function as academic advisors for cadets in the major.

10.2.1.3. Recruiting and sustaining qualified military and civilian faculty to teach the major's requisite coursework.

10.2.1.4. Programming for, and allocating, TDY monies, at the department level, for faculty professional development.

10.2.1.5. Fostering, at department level, faculty research in Foreign Area Studies.

10.2.1.6. Recognizing that faculty teaching, advising, and administrative workloads associated with the interdepartmental major are bona fide primary assigned duties.

10.2.1.7. Meeting at least once each semester to adjudicate the status of the major.

10.2.2. A FASWG is responsible for the day-to-day administration of the major.

10.2.2.1. FASWG membership includes one Department Head-designated faculty member from HQ USAFA/DFEG, HQ USAFA/DFL, HQ USAFA/DFH, and HQ USAFA/DFPS; and the Director of HQ USAFA/DFIP. Department-designated faculty members should be at least Assistant Professors who have educational background and teaching experience in the Foreign Area Studies curriculum. They should also be a field grade officer; or a civilian, with at least five years teaching experience at USAFA. Departments are to recognize FASWG membership as a significant additional duty.

10.2.2.2. FASWG responsibilities and duties include:

10.2.2.2.1. The Advisor-in-Charge (AIC) function, in accordance with the *Curriculum Handbook* and applicable Faculty Operating Instruction requirements. The Director, HQ USAFA/DFIP, or a HQ USAFA/DFIP designated representative, serves as principal AIC. The AIC acts as focal point for the major with the Office of the Registrar (HQ USAFA/DFR), and is responsible for quality controlling all Academic Program Summaries (APS). A Master APS Repository for all majors will be maintained in HQ USAFA/DFIP. All other FASWG members serve as Assistant AICs.

10.2.2.2.1.1. Cadets selecting a concentration option in the major should be under the care of the department offering the concentration.

10.2.2.2.1.2. Requests for academic waivers will be handled by the AIC and will require the coordination of the affected Department Heads.

10.2.2.2.1.3. The FASWG will equitably designate faculty advisors for cadets majoring in Foreign Area Studies. Advisors should be appointed from Area Studies Group teaching faculty whose expertise coincides with cadet concentrations and interests. Cadets choosing concentration options should be assigned advisors from the departments offering the concentration. For cadets with double majors in Foreign Area Studies and nondisciplinary related subjects, two advisors should be appointed.

10.2.2.2.1.4. The FASWG will ensure, with FASSG coordination, that the *Curriculum Handbook* is kept current.

10.2.2.2.1.5. The FASWG will develop and staff curriculum change proposals for the FASSG.

10.2.2.2.2. The FASWG functions as overall coursework coordinator for the major, to include:

10.2.2.2.2.1. Fostering, then staffing specialized Area Studies 495 courses for FASSG approval.

10.2.2.2.2.2. Graded Review and major graded project deconfliction across the major's courses as possible.

10.2.2.2.2.3. Maintaining a Master Library of course syllabi, archived in HQ USAFA/DFIP.

10.2.2.2.2.4. Ensuring compatibility and limited redundancy across the major's courses.

10.2.2.2.3. The FASWG conducts an annual selection board, then nominates for FASSG approval, the Outstanding Cadet in Foreign Area Studies.

10.2.2.2.4. The FASWG conducts annual cadet special review boards (AFSC, UFT, etc.), with the FASSG as final approving authority.

10.2.2.2.5. The FASWG holds annual selection boards for Graduate Scholarship Program and endowed scholarship nominations. The FASSG approves the nominations.

10.2.2.2.6. The FASWG fosters cadet developmental and research activities.

10.2.2.3. The FASWG achieves decision-making by majoral vote. HQ USAFA/DFEG, HQ USAFA/DFH, HQ USAFA/DFH, and HQ USAFA/DFPS representatives each have one vote. The

Director of HQ USAFA/DFIP only votes in cases of tied, split decisions. All FASWG members must be present to conduct votes.

10.2.2.4. The Director of HQ USAFA/DFIP serves as Executive Agent for the FASWG, scheduling meetings, maintaining suspenses and calendars, developing and distributing meeting agendas, and recording and publishing FASWG meeting minutes.

10.2.2.5. The FASWG meets as required.

10.2.2.6. The Director of HQ USAFA/DFIP performs as First Class Administrator, staffing and handling all issues concerning the graduating class. In addition, the Director of HQ USAFA/DFIP, pending the verbal coordination of three of four FASSG members, may sign as Department Head for routine administrative matters.

10.2.3. HQ USAFA/DFIP serves as resource manager for cadet development in the Foreign Area Studies major.

10.2.3.1. HQ USAFA/DFIP's Cadet Foreign Exchange Visits Program, Cadet Semester Abroad Program, and Cadet Summer Foreign Language Immersion Program complement educational opportunities for cadets in the major.

10.2.3.2. HQ USAFA/DFIP functions as Resource Advisor and Cost Center Manger for Foreign Area Studies cadet development, programming for and administering O&M and endowed monies for programs available to Foreign Area Studies majors.

10.2.3.3. HQ USAFA/DFIP manages the Foreign Area Studies Association (FASA-Cadet Club), planning and conducting extracurricular, social, and educational activities. In addition, the various Area Studies Groups (see paragraph 1.4.4) manage regionally-specific chapters of the FASA, dedicated to the six geocultural regions of cadet specialization. HQ USAFA/DFIP will publish an FASA Newsletter.

10.2.3.4. HQ USAFA/DFIP will house and maintain displays recognizing Foreign Area Studies majors and award winners.

10.2.3.5. HQ USAFA/DFIP, with the help of the FASWG and the ASGs, will manage Majors' Night activities, and annual Major's meetings, in accordance with Transition LOIs.

10.2.4. Area Studies Group teaching faculty members, in addition to the responsibilities cited in paragraph 1.4.4, serve as academic advisors for Foreign Area Studies cadet majors. Duties include:

10.2.4.1. Providing professional advising in accordance with *Curriculum Handbook* guidelines and FASWG AIC policies.

10.2.4.2. Meeting with advisees as necessary.

RUBEN A. CUBERO, Brig Gen, USAF
Dean of the Faculty

Attachment 1

INTERNATIONAL CADET ORIENTATION PROGRAM (ICOP)

MILESTONE/ACTIVITY	DATE	(OPR)	(OCR)
A1.1. Determine dates of BCT by	January	(DFIP)	(34 TS/ SPR)
A1.2. Set ICOP dates. (BCT -3 workdays for formal orientation. BCT -3 to BCT -6 days for in-home sponsorship. By	January	(DFIP)	(34 TS/SPR)
A1.3. Notify USAFA/RR of ICOP schedule by	February	(DFIP)	
A1.4. Notify new international cadets of ICOP requirement by	April	(USAFA/ RR)	
A1.5. Solicit ICOP home sponsors. (Preference to ASG/ faculty and staff members) by	April	(DFIP)	
A1.6. Make dormitory and Mitchell Hall meal arrangements for international cadets during formal portion of ICOP by	April	(DFIP)	(34LS/CC) (34SVS/ CC)
A1.7. Select ICOP home sponsors. Notify sponsors of prebriefing requirement in	early May	(DFIP)	
A1.8. Set ICOP agenda. Notify/coordinate with: USAFA/CCE/PA/DPY/HCD/AHE/DFXO/DFSEL/DFENG, IPC Chair, 34 TRW/CCE/CWCH, 34 TS/SPR, 10 ABW/FMFPM, 10 AMS/SGPFP, 10 SPS/SPSP, 10 ABW/LGL, and 34 CAS/CAOE in	early May	(DFIP)	
A1.9. Reconfirm international cadet arrival times with USDAOs in early June	early June	(DFIP)	
A1.10. Hold ICOP prebriefing for in-home sponsors in	early June	(DFIP)	(34SVS/ SVC)
<ul style="list-style-type: none"> • Airport arrival times • Purpose of in-home program • American cultural acclimatization • Cultural considerations • Appropriate touring • ICOP agenda review • Thanking sponsors • Questions & Answers 			

A1.11. Ensure new international cadets and in-home sponsor linkup. Reconfirm dormitory drop-off date/time for	BCT-6days	(DFIP)
A1.12. Conduct formal ICOP for	BCT-3 days	(DFIP)
<ul style="list-style-type: none"> • Day One (BCT -3 days) (Harmon Hall) • 0800 - Official Welcome by Chairman, IPC • 0830 - Courtesy Call with Superintendent/Vice Superintendent • 0900 - Cadet Introductions • 0930 - USAFA Mission Briefing • 1030 - Cadet Finance/Tax Briefing • 1115 - Cadet Issue Briefing • 1200 - Lunch at Arnold Hall • 1300 - Medical/Physical Exams • Day Two (BCT -2 days) (Fairchild Hall) • 0730 - Cadet Personnel Briefings • 0815 - Courtesy Call with Dean of the Faculty • 0830 - ESL/English 109 Briefing • 0900 - Avenues of Assistance Briefing • 0930 - Briefing on Honor System • 1000 - Library Services Briefing • 1100 - Courtesy Call with Commandant • 1120 - Picture at Eagle & Fledgling Statue • 1145 - Lunch at Officers Club • 1315 - ID Card Issuance • 1430 - Social Security Card Issuance • Day Three (BCT -1 day) (Vandenberg Hall) • 0800 - Chapel Services Briefing • 0900 - BCT Prebriefing • 1000 - Tour Jacks Valley 		(IPC) (USAFA/CCE) (USAFA/PA) (10ABW/FMF-PM) (10ABW/LGLC) (DFIP) (10AMS/SG-PFP) (USAFA/DPY) (DFXO) (DFENG) (DFIP) (34 TRW/CWCH) (DFSEL) (34 TRW/CCE) (DFIP) (10 SPS/SPAP) (DFIP) (USAFA/HDC) (34 TS/SPR) (34 TS/SPR)

- 1100 - Tour Athletic Facilities (USAFA/AHE)
- 1200 - Lunch at Mitchell Hall
- 1300 - Question & Answer Session (DFIP)
- 1430 - Set up Bank Accounts (DFIP)

A1.13. Send Memorandums of Appreciation under Superintendent's signature to in-home sponsors in early July (DFIP)

Attachment 2

CADET ACADEMY-TO-ACADEMY CONTACT PROGRAM ACTIONS AND RESPONSIBILITIES (Cadet Foreign Exchanges)

ACTION	DEADLINE
A2.1. Team meet at Escort Officer's request to go over requirements and select Cadet-in-Charge by	15 November
A2.2. Attend USAFA/DFIP's Cadet-Officer Escort Contingent Briefing by	15 November
<ul style="list-style-type: none">• Passport Requirements• Photo Requirements• Biography Requirements• Immunization Requirements• Health Measures Requirements• Standards of Conduct• Travel Arrangements• Uniforms & Clothing Requirements• Area Studies Group Cultural Orientation Briefing Requirements• Funds and Gifts Requirements• After-Action Reporting Requirements• Thank You Memorandums Requirements• Travel Voucher Reporting Requirements	
A2.3. Submit passport application by	1 December
A2.4. Submit biographies and photos to escort officer. Use USAFA Form 22 by	15 January
A2.5. Get required immunizations by	1 February
A2.6. Attend Area Studies Group Cultural Orientation briefing by	15 February
A2.7. Show escort officer your passport by	15 February
A2.8 Purchase gifts for trip before	departure -2 weeks
A2.9 Confirm departure time and location with escort officer before	departure -1 week
A2.10. Keep journal for trip report	during trip
A2.11. Submit travel voucher upon	Return +5 days
A2.12. Submit trip report to CIC upon	Return +8 days
A2.13. CIC submits consolidated trip report to escort officer upon	Return +10 days
A2.14. Prepare to host cadets visiting USAFA from the academy you visited	TBD

ACTION

A2.15. Prepare to provide briefings and presentations on your trip

DEADLINE

TBD

Attachment 3

ESCORT OFFICER ACADEMY-TO-ACADEMY CONTACT PROGRAM ACTIONS AND RESPONSIBILITIES (Cadet Foreign Exchanges)

ACTION	DEADLINE
A3.1. Schedule meeting with cadets to go over requirements. Select Cadet-in-Charge by	15 November
A3.2. Attend with your cadets USAFA/DFIP's Contingent Briefing by	15 November
<ul style="list-style-type: none">• Passport Requirements• Photo Requirements• Biography Requirements• Immunization Requirements• Health Measures Requirements• Standards of Conduct• Travel Arrangements• Uniforms & Clothing Requirements• Area Studies Group Cultural Orientation Briefing Requirements• Funds and Gifts Requirements• After-Action Reporting Requirements• Thank You Memorandums Requirements• Travel Voucher Reporting Requirements	
A3.3. Submit passport application and ensure cadets do by	1 December
A3.4. Collect, QC, and forward your and cadets' biographies and photos to DFIP. Use USAFA Form 22 by	20 January
A3.5. Get required immunizations and ensure cadets do by	5 February
A3.6. Schedule Area Studies Groups presentation, coordinating with DFIP by	10 February
A3.7. Attend with cadets, Area Studies Groups Cultural Orientation briefing by	15 February
A3.8. Ensure cadets have passports by	15 February
A3.9. Coordinate with DFIP to get travel orders by	15 February
A3.10. Pick up all airline tickets before	departure-2 weeks
A3.11. Purchase gifts and ensure cadets have purchased appropriate gifts before	departure-2 weeks
A3.12. Ensure cadets know departure time and location before	departure-1 week
A3.13. Lead cadets and maintain trip journal	during Trip
A3.14. Submit travel voucher and ensure cadets submit theirs upon	return +5 days

ACTION	DEADLINE	
A3.15. Collect cadet trip reports upon	return days	+10
A3.16. Submit overall trip after-action report to DFIP upon	return days	+15
A3.17. Submit to DFIP thank you memorandums for USAFA/CC signature upon	return days	+15
A3.18. Prepare, working with DFIP, to be lead Host Officer for cadets and staff visiting USAFA from the academy you visited	TBD	

Attachment 4

CADET REQUIRED ACTIONS (French Exchange Program)

ACTION	DEADLINE
A4.1. Upon notification of your selection (primary or alternate) for the French Exchange Program, contact the DFFPO reconfirming your intent to participate by	1 November
A4.2. Have official photos taken for passports, biographies, International Driver's License. (Primaries and alternates) by	15 January
A4.3. Submit applications for tourist passports through the US Post Office.(NOTE: Individual, nonreimbursable expense.) (Primaries and alternates) by	30 January
A4.4. Submit completed biographical sketch (with photo) to DFIP. Use US-AFA Form 22. (Primaries and alternates) by	15 March
A4.5. Purchase International Driver's License through AAA Auto Club. (Primaries only) (NOTE: individual, nonreimbursable expense.) by	1 April
A4.6. Report to the Dean's Scholarship Office (DFSAA) to determine your eligibility and timelines and procedures. (Primaries and alternates) by	1 April
A4.7. Make VISA and MASTERCARD (w/pin) applications (Primaries only) by	1 May
A4.8. Participate in French 492. (Primaries and alternates) in	June-July
A4.9. Cadet-in-Charge make recommendations to DFIP for institutional gifts by	20 May
A4.10. Obtain and complete all forms and memorandums, with AOC and Academic Advisor endorsements, for UFT and AFSC selection process by	25 May
A4.11. Submit individual scholarship applications to DFSAA by	1 June
A4.12. Prior to start of French 492, assemble for storage, all items to be shipped to France. See attachment 6.(Primaries only) by	5 June
A4.13. Report to Cadet Career Information (DPY) for Graduate Career Interview. (Primaries only) by	10 June
A4.14. Report to Cadet Tailor Shop for officer uniform fittings. (Primaries only) by	12 June
A4.15. Prepare and store unaccompanied baggage shipment to France. Cartons for packing this property are available for individual pickup in Cadet Issue Element. Cartons will be addressed on the top and one side with an indelible blackmarker as follows	15 June

FROM: TMO USAF ACADEMY CO 80840 USA

TO: L 'ECOLE DE L' AIR

13661 SALON AIR

ACTION**DEADLINE**

SALON DE PROVENCE

FRANCE

FOR: CADET JOHN W. DOW, SSN

Cartons and footlockers are to remain open for TMO-vendor inspection. 350 pounds is maximum allowable. One copy of travel orders will be placed in each box. Provide DFIP inventories of each box.

A4.16. Report to Cadet Pay for briefing on pay and entitlements. Ensure suspension of fixed charges.

A4.17. From personal funds, purchase a small gift for individual hosts (\$25-50) by 22 June

A4.18. Fill out change-of-address forms at the Post Office by 25 June

A4.19. Pick up/handcarry/have in your possession: 2 days prior to departure

- TDY Orders (from DFIP)
- Military ID
- PHS-732 (shot record)
- Tourist Passport
- International Driver's License
- Medical and Dental Records (from DFIP)
- Credit Cards

A4.20. Draw advance travel pay and per diem as required

A4.21. While in France: as required

- Maintain a journal in French for after-action trip report requirements
- During La Toussaint, 10-day, holiday period, you are required to travel in France, or another French speaking country only, AT YOUR OWN EXPENSE.

A4.22. Turn-in your individual trip report to the cadet-in-charge by 5 January

A4.23. File your travel voucher by 10 January

A4.24. Provide DFIP a copy of your processed travel voucher by 20 January

A4.25. Be prepared to write articles of make presentations about your experiences in France, and to provide advice to future participants TBD

Attachment 5
FRENCH EXCHANGE PROGRAM
(Staff Actions)

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.1. USAFA/DFP/AH/DFR and 34 TRW/CC designate Project Officers by	1 August	DFIP
A5.2. AOCs meet arriving French Cadets on (A USAFA officer will escort French cadets from disembarkation airport.)	arrival date in August	AOCs
A5.3. AOCs review USAFA cadet hosts/roommates "experience America" plans for French cadets in	early August	AOCs
A5.4. VIP in-processing of French cadets. Roommates get bedding, help w/computers, etc. on	arrival date in August	AOCs
A5.5. Further French cadet in-processing:	Early August (with integration into the cadet wing)	DFIP
<ul style="list-style-type: none"> • T-3 physicals • Books • Military ID cards • Meet with French Exchange Program Working Group • USAFA Forms 13 • French Exchange Officer In-brief (Cadet wing organization, honor code, automobile laws, privileges, etc.) • Driver's License • Welcome by USAFA/DF, 34 TRW/CC, and USAFA/CC 		
A5.6. French Exchange Program Working Group (FEPWG) Meeting from	5-10 August	DFIP
A5.7. Obtain HQ AETC/ACC permission for French cadets` flying by	10 August	DFIP
A5.8. Prepare, in coordination with the French Exchange Officer, a French Cadet Orientation Plan, detailing coordinated base and aircraft familiarization orientations and the itinerary for the French end-of-tour visits by	10 August	DFIP
A5.9. Highlight French cadet presence through PA venues by	15 August	DFIP
A5.10. Introduce French cadets to Cadet Wing at noon meal sitting the	first week of classes	DFIP
A5.11. Advertise French Exchange Program to qualified USAFA cadets by	15 August	DFPFO

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.12. Obtain APSs and MPAs of USAFA cadet applicants for the French Exchange by	22 August	DFRPO
A5.13. In-processing of USAFA cadets at Ecole de l’Air by the	end of Au- gust	USAF Liaison Officer
A5.14. Request for French speaking volunteers to escort French ca- dets on end-of-tour operations orientation in western US by the end of August		DFIP
A5.15. Staff the French Cadet Orientation Plan to USAFA/CC for ap- proval. Once approved, obtain SAF/IA clearances by	1 September	DFIP
A5.16. Obtain AOC evaluations of USAFA cadet applicants for the French Exchange by	5 September	DFFPO
A5.17. FEPWG Meeting from	15-20 Sep- tember	DFIP
A5.18. Convene USAFA Cadet French Exchange Selection Board. In- terview applicants. Make written recommendations to USAFA/DF and 34 TRW/CC by	30 Septem- ber	DFFPO
A5.19. Notify USAFA cadets selected as primaries and alternates for next year’s French Exchange Program. Notify nonselects by	15 October	DFFPO
A5.20. Notify 34 TS/SPR, DFRPO, CWPO, AHPO, DPY, and 10 ABW/FMFPM of the primary and alternate USAFA cadet selectees for next year’s French Exchange Program by	15 October	DFFPO
• 34 TS/SPR schedules French 492 into their summer training. Pri- maries and alternates will be given waivers for summer military training requirements	ASAP	34 TS/SPR
• DFRPO schedules French 492 for summer academics, fol- lowed by T-3 (for pilot-qualified primaries and alternates), and schedules all participants for Engineering 410 in their spring semester, 2-degree year	ASAP	DFRPO
• CWPO arranges summer billeting and messing for the prima- ries and alternates with 34 LS. They are to be billeted in close proximity	ASAP	CWPO
A5.21. Setup an end-November farewell reception for the French ca- dets, USAFA roommates, USAFA instructors, and begin obtaining sa- bers as farewell gifts by	15 October	DFIP
A5.22. FEPWG Meeting from	15-20 Octo- ber	DFIP
A5.23. Provide 34 TRG/CC, USAFA/DFF, and USAFA/DFIP a sta- tus report on the conduct of activities for French cadets to “experience America” by	20 October	AOCs

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.24. USAFA Cadet-in Charge at Ecole de L’Air requests return transportation and hold baggage shippage by	15 Novem- ber	CIC
A5.25. Coordination with US Customs to clear USAFA cadet hold baggage coming from France by	25 Novem- ber	DFIP
A5.26. Coordinate USAFA cadet tourist passport applications by	end of No- vember	DFIP
A5.27. Hold farewell reception for French cadets. Extend Invitations for French cadets to attend future Graduation Week celebrations at USAFA, with billeting and messing only provided by USAFA by	end of No- vember	DFIP
A5.28. Last day of classes and training for French cadets Excused from further exams and training. Start outprocessing on	30 Novem- ber	DFIP
A5.29. French Cadet Orientation Program and tour of western US the	first 2 weeks of December	DFIP
A5.30. Give DFIP an athletic evaluation of each recently departed French cadet by	15 Decem- ber	AHPO
A5.31. Forward AOCs’ military evaluations on each departed French cadet to DFIP by	15 Decem- ber	34TRG/CC AOCs
A5.32. French cadets turn in DD Forms 1173. Given to SPAP for de- struction by	mid-Decem- ber	DFIP
A5.33. Perform-analyze grad check on USAFA cadets (primary and alternate) going to France in the fall by	15 Decem- ber	DFRPO/ DFF- PO
A5.34. Forward names of USAFA cadets who are participating in the next fall semester’s exchange to Ecole de l’Air under USAFA/CC cov- er memorandum. Recommend French cadet arrival date by	1 January	DFIP
A5.35. USAFA cadets returning from France turn in trip reports to ca- det-in-charge by	5 January	Cadets
A5.36. USAFA cadets returning from France file travel vouchers by	10 January	Cadets
A5.37. USAFA cadet-in-charge returning from France gives DFIP a consolidated trip report by	20 January	CIC
A5.38. Provide DFIP written evaluations of each USAFA cadet’s leadership potential, military conduct, and general performance. Pro- vide four transcripts from Ecole de l’Air for each recently returned USAFA cadet by	20 January	USAF Exchange officer at Ecole de l’Air
A5.39. USAFA cadets returning from France provide DFIP copies of processed travel vouchers by	20 January	Cadets
A5.40. Provide DFIP an evaluation of the French Exchange Program, identify strengths, weaknesses, and recommendations for improve- ment by	20 January	CWPO 34 TRG/ CC AOCs

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.41. Provide DFIP an evaluation of the French Exchange Program, identify strengths, weaknesses, and recommendations for improvement by	20 January	USAF Exchange Officer at Ecole de l'Air
A5.42. Provide DFIP three copies of transcripts for the recently departed French Cadets by	30 January	DFRPO
A5.43. Based upon final performance reports and transcripts provided by Ecole de l'Air, recommend Pass/Fail grades for USAFA cadets academic work in France (DFFPO). Final grades and assign transfer credits and determine eligibility for appropriate honors lists. The computation of cumulative Academy Performance Average will be reviewed so the 25 percent term includes a constant division of 146 (vice 140) (143 if only French 492 was taught) to acknowledge the 6 semester hours (3 semester hours if only French 492 occurred) course completed in the summer prior to attending the Ecole e' L'Air. Assign validation credit for 2 PE courses. Ensure all MAS 440 requirements were met, and update APS by	30 January	DFFPO/DFR- PO CWPO
A5.44. Consolidate final French cadet performance reports, transcripts, thank you memorandums, and a cover memorandum from USAFA/CC and forward to the Commandant of the Ecole de l'Air. Invite French cadets to USAFA graduation ceremonies by	15 February	DFIP
A5.45. Assemble all final after-action trip reports from AOCs, USAFA cadets who went to France, and FEPWG members and provide one consolidated report to USAFA/DF, 34 TRW/CC, and USAFA/CC by	25 February	DFIP
A5.46. Arrange USAFA cadet French exchange participant outbrief for USAFA/DF, 34 TRW/CC, and USAFA/CC by	25 February	DFIP/DFFPO
A5.47. FEPWG meeting is held in	February	
A5.48. Assemble/arrange the fall semester's French cadets' academic schedules. Include: AM-303 (T-3), PE-483 (SCUBA), AM-490 (parachuting), AM-251 (soaring), Aviation 395 (Combat Ops), EE-447, EE 281, and Aero 215 by	25 February	DFRPO/DFF- PO French Ex- change Officer
A5.49. Arrange language training tables and DFF meal rates with 34 LS by	25 February	DFFPO
A5.50. Translate French transcripts, as required, and forward to DFIP, DFR, and DF in turn by	28 February	DFF
A5.51. Solicit USAFA cadet roommates/hosts for French cadets in the fall semester by	1 March	DFFPO
A5.52. Select and order plaque for Jay LeQuar winner by	15 March	DFFPO
A5.53. Working with AOCs on screening volunteers, nominate USAFA cadet roommates/hosts for French cadets. Staff to 34 TRG/CC by	20 March	DFFPO

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.54. Reconfirm/arrange billeting, messing, and procedures for USAFA cadets undergoing summer French 492. Confirm French 492 summer schedule. Billet together, away from others, under control Summer Academics Squadron. Exempt from military duties. Sign out logs are to be closed for academic reasons by DFFPO only. Closure for disciplinary reasons IAW normal procedures by	20 March	CWPO/DFFPO
A5.55. Alert AOCs, Academic Advisors, DFSAA, DPY, 10 ABW/FMFPM, and Cadet Tailor Shop that early processing actions are required (by June) for USAFA cadets attending Ecole de l’Air in the fall by	20 March	DFIP
A5.56. Arrange/coordinate/set up hold baggage shipment and customs clearances for 15 June for USAFA cadets going to France by	20 March	DFIP
A5.57. FEPWG Meeting held in	March	
A5.58. 34 TRG/CC approves USAFA cadet roommates for French cadets by	10 April	34 TRG/CC/CW CWPO
A5.59. Request country clearances for USAFA cadets going to France (primaries and alternates) by	10 April	DFIP
A5.60. Set up “official contingent” travel of French cadets to West Point or Annapolis and Hawaii away football games in the fall semester by	15 April	CWPO
A5.61. Reserve round-trip airline tickets for USAFA’s cadet contingent going to France by	20 April	DFIP
A5.62. Provide 34 SPTG French cadet in-processing information for the fall semester Transition LOI by	20 April	DFIP
A5.63. Make Cadet Clinic appointments for June for USAFA cadets going to France. Deconflict times with French 492 schedules. Alert clinic on requirements for handcarry of records and evaluation memorandums by	30 April	DFIP
A5.64. Publish Travel Orders for USAFA cadets to France (Primaries and alternates) by	20 May	DFIP
A5.65. Set up VIP US Customs and Immigration clearance for French cadet contingent arrival point in USA. Detail French-speaking USAFA faculty and staff member to greet them at arrival point by	25 May	DFIP
A5.66. All AOCs commanding squadrons with French cadets assigned and the French cadets’ USAFA cadet roommates meet with the Dean of the Faculty. DFIP sets up meeting by the	end of May	AOCs/Cadets FEPWG/DF
A5.67. Suspend fixed-payments for USAFA cadets going to France by the	end of May	DFFPO
A5.68. Returning USAFA cadets from France turn-in Foreign Language 499 papers by	end of May	DFFPO

MILESTONE/ACTIVITY	DEAD- LINE	OPR
A5.69. Set up T-3 medical exams for the French cadets during Transition Week by	10 June	DFIP
A5.70. USAFA cadets going to France meet with Dean, Commandant, and Superintendent in	early June	DFIP/DFFPPO
A5.71. Provide six copies of official transcripts to each USAFA cadet going to France in	early June	DFRPO
A5.72. Attend AOC training and brief the French Exchange Program and other International Programs in	July	DFIP
A5.73. FEPWG Meeting. Confirms all actions to receive French cadets in	July	
A5.74. Provide DFIP the names and bios of the French cadets arriving in August. Provide DFIP the French cadets arrival date, time, and flight number by	1 July	French Exchange Officer
A5.75. Provide French cadet names to USAFA/RR, USAFA/DPY 34 OG, 34 TRG, DFFPO, CWPO, AHPO by	5 July	DFIP
<ul style="list-style-type: none"> Assign dummy SSNs; notify FEPWG of SSNs; add to French APSs 		DFRPO
<ul style="list-style-type: none"> Obtain post office boxes for French cadets 		DFIP
<ul style="list-style-type: none"> Notify Ecole de l’Air of the French cadets’ SSNs and post office addresses 		DFIP
<ul style="list-style-type: none"> Get SAF/IA clearances of the French cadets. 		DFIP
<ul style="list-style-type: none"> Update French cadet names to “official football contingent” 		34 SPTG
A5.76. Match French cadets to their USAFA cadet roommates. Notify 34 TRG, 34 LS, CWPO, DFIP by	15 July	DFFPPO
A5.77. Publish orders for USAFA staffer greeting French contingent at entry point by	20 July	DFIP
A5.78. Call AOCs and confirm readiness to greet French contingent by the	end July	DFIP

Attachment 6

INDIVIDUAL EQUIPMENT REQUIREMENTS

(French Exchange Program)

USAFA CADETS:

The following individual equipment is required by each USAFA exchange cadet:

Cadet Issue will supply exchange participants with items not normally issued cadets (highlighted).

2 Service Jackets (tie)

1 Saber

2 Pair White Gloves

1 Service Cap

1 Pair Corfam Shoes

3 Short Sleeve Lt Blue Shirts

3 Long Sleeve Lt Blue Shirts

3 Pair Blue Uniform Pants

1 Pair Low Quarters

5 White Undershirts

2 Athletic Jackets

2 Pair Soft Boards

1 Raincoat (Officers)

3 Skirts, Uniform (Women)

1 Pair Gray Gloves

Nameplates as Required

1 Business Suit (Men)

1 Evening Dress (Women)

Suggested for Survival Course:

Thermal Underwear or other lightweight, warm clothing

Lighter

550 Cord

Ranger/Lightweight Boots

Lock Back Knife

Watch Cap

Warm Gloves

2 Shirts, Utility (BDU)

2 Pair Pants, Utility (BDU)

1 Pair Jump Boots

1 BDU Field Jacket

1 Each Beret and Field Cap

1 Belt and Buckle, Utility

3 Green T-shirts

2 Flight Suits/1 Pair Nomex Gloves

2 Flight Cap

2 Pair Blue USAFA Shorts

3 USAFA T-shirts

1 Pair Running Shoes

1 USAFA Running Suit

1 Flight Jacket

6 Pair White Athletic Socks

6 Pair Black Uniform Socks

Mess Dress:

Jacket, Shirt, Pants, and Accessories--Tie, Cummerbund, Cufflinks, Medals, Suspenders

Optional Items:

Slippers

Bathrobe

Pajamas

Sweatsuit

Uniform Sweater

FRENCH AIR FORCE CADETS:

The following individual equipment and services will be furnished to each French cadet through Cadet Issue Element:

* Quarters	Subsistence
* 2 GI Blankets	Laundry and Dry Cleaning Services
* 1 Pillow	Textbooks
* Linen	Uniform and Shoe Repair Services
2 Bookends	Security Box
12 Coat Hangers	Drinking Glass
2 Laundry Bags	Mesh Laundry Bag
Mesh Socks Bag	Overshoes
Parka	* Computer

Necessary personal and support equipment for Airmanship programs.

* These items must be returned to Cadet Issue Element prior to return to France.